Communications Unit
Training Coordination Procedure Update

Presented to the Statewide Interoperability Executive Committee

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Public Safety Interoperable
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Overview

- DHS All-Hazards COML Program Updates

- Training Coordination Procedure Background

- Recommended Revisions to the Procedure

- Next Steps

DHS All-Hazards COML Program Updates

- In 2010, OEC began working with FEMA to release a single All-Hazards Communications Unit Leader (COML) course.

- Effective June 1, 2011, All-Hazards COML courses must follow the same processes as all other FEMA courses.

- Program Updates:
  - Curriculum length was extended from 3 to 4 days
  - OEC Approved Instructors will be recognized as All-Hazards COML Instructors for FEMA
  - The Emergency Management Institute (EMI) will maintain the FEMA database of qualified Instructors for each of the NIM ICS All-Hazards Position Specific Command and General Staff Courses
  - National Emergency Training Center (NETC) Admissions will log each student who successfully completed the COML course into the NETC national database and will mail a "Certificate of Completion" to each student
  - Collaboration between the Statewide Interoperability Coordinator (SWIC) and State Training Officer (STO) is encouraged
  - Course materials are available to the SWIC, STO and Instructors through a secure website hosted by FEMA

Procedure Background

- The PSIC Office, in coordination with ADEM and the NIMS-CU Workgroup, developed the AZ Communications Unit Training Coordination Procedure.

- It was approved by SIEC on March 15, 2011 and posted on the PSIC website: http://www.azpsic.gov/library/standards/default.htm

- The Procedure:
  - Serves as a guide for offering consistent and timely delivery of Communications Unit Training Courses statewide to qualified individuals

  - Describes appropriate Instructors for Communications Unit training and how our State will develop a group of AZ Instructors

  - Supports the use of County training or other funds for such training

- The NIMS-CU Workgroup, in consultation with PSIC and ADEM, recommends updates to this procedure to be consistent with Department of Homeland Security (DHS) revised policies and procedures.

Recommended Procedure Revisions

- **General Revisions**

    - All references to the Government Information Technology Agency (GITA), including website URLs, email and physical addresses, to be changed to reflect merge into ADOA's Arizona Strategic Enterprise Technology (ASET) Office

    - Updates to the DHS All-Hazards COML Program were incorporated as necessary; references to "OEC" were removed and replaced with "FEMA" as appropriate

- **Section 1 – Introduction**

    - The document will be reviewed annually and updated as needed

    - Information regarding where to direct concerns and revisions *(formerly in Section 8)* was moved into Section 1.7 – Updates & Revisions, which describes the process for recommending revisions, including review by the NIMS-CU Workgroup and approval by SIEC

Recommended Procedure Revisions, *cont.*

- **Section 2 – All-Hazards Course Descriptions**
  - COML: 3-day curriculum was extended to 4 days
  - COML/COMT: Upon completion of formal classroom training, students must complete a position-specific Taskbook before they can be certified
  - Train the Trainer (TtT): DHS no longer offers the single day COML TtT course, and there is no specified Instructor training for COMT at this time. Qualified individuals must follow the course requirements established by DHS, which are still forthcoming

- **Section 3 – All-Hazards Course Documentation** *(formerly Section 5)*
  - COML: National Emergency Training Center (NETC) Admissions will log each student who successfully completed the course into the NETC national database and mail a Certificate of Completion to each student
  - COMT: OEC or their designee will provide a Certificate of Completion to each student who successfully completed the course and will maintain a national database of those students

- **Section 4 – Course Instructors** *(formerly Sections 3 & 4)*
  - Instructors must be approved by DHS and listed as All-Hazards Communications Unit Instructors in the appropriate Instructor Database
    - » COML = FEMA Database maintained by EMI
    - » COMT = Database maintained by OEC
  - Arizona Instructors shall be utilized for training offerings whenever possible
  - Course Instructors are encouraged to participate regularly in exercises, incidents and planned events to keep their skills current, and participation in ongoing public safety communications education is strongly recommended
  - In order to develop a group of Arizona Instructors, it is still a requirement that courses be offered with the condition that the lead Instructor will use an eligible Instructor in training, if available

Recommended Procedure Revisions, *cont.*

- **Section 5 – Training Requests and Inquiries** *(formerly Section 6)*
  - A County or agency interested in sponsoring a Communications Unit Training Course should contact the State Training Officer (STO) at the Arizona Division of Emergency Management (ADEM), who will then notify the PSIC Office
  - In the event an agency plans to provide its own Communications Unit Training, the agency is required to notify ADEM and the PSIC Office
  - The County or agency must provide a training request form to ADEM for the course to be properly registered through the STO and EMI so that the course will be considered valid and students will receive credit
  - Individuals interested in attending training should sign up on the class notification list, online at http://www.azpsic.gov/library/coml/training.htm, to be notified about upcoming All-Hazards COML and COMT training courses

Recommended Procedure Revisions, *cont.*

- **Section 6 – Communications Unit Training Coordination** *(formerly Sect. 7)*
  - Section 6.2, which describes the steps for COML training requests utilizing grant funds administered by ADEM, is no longer a "proposed procedure," but is established by this update
    - » Requesting agency submits documentation to ADEM
    - » PSIC, ADEM and the requesting agency determine whether training in that location will be attended at a sufficient level to justify a course offering
    - » ADEM completes call for Instructors (preference will be given to Arizona Instructors; the lead Instructor must use an Instructor in training for the course)
    - » ADEM and PSIC select one or two Course Instructors
    - » PSIC coordinates with ADEM to arrange for Instructor(s) in training for the course
    - » Course is coordinated/scheduled
    - » Enrollment is managed through ADEM's Event Registration and Management Application (ERMA)
    - » Training Provider conducts the training, and successful completion by students is documented

Next Steps

- If the Arizona Communications Unit Training Coordination Procedure is approved by SIEC:

  - It will be posted on the PSIC website and sent to the interested parties list (about 650 people)

  - The PSIC Office will continue collaborative efforts with ADEM and the NIMS-CU Workgroup in support of the processes described in the Procedure

Further Discussion; Questions?

Possible Approval